

OVERVIEW OF BUDGET

DEPARTMENT: ECONOMIC DEVELOPMENT/PUBLIC SERVICES
GROUP ADMINISTRATION
ASSISTANT COUNTY ADMINISTRATOR: JOHN GOSS
BUDGET UNIT: AAA PSG

I. GENERAL PROGRAM STATEMENT

Economic Development/Public Services Group (ED/PSG) Administration is responsible to the County Administrative Officer for the overall administration of 12 county departments and functions. These departments, which provide most of the municipal functions and services for the county, include the following: Agriculture/Weights and Measures, Airports, Economic and Community Development, County Fire, Jobs and Employment Services, County Library, Land Use Services, Museums, the Redevelopment Agency, Registrar of Voters, Special Districts, and Public Works. This latter department includes the divisions of Transportation, Flood Control, Regional Parks and Solid Waste Management.

Included in this budget unit is an ongoing contribution to the University of California/Riverside Agricultural Extension program.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	256,214	98,000	163,000	65,856
Total Revenue	31,565	-	5,000	-
Local Cost	224,649	98,000	158,000	65,856
Budgeted Staffing		20.5		17.0

2002-03 estimated expenditures are expected to exceed budget by \$65,000. This overage is primarily due to a \$60,000 Board-approved allocation of funds to support programs provided by the Arts Council for San Bernardino County.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The Department proposes to reduce budgeted staffing by 3.5 positions. This reduction includes the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 Public Service Employee) and the transfer of 1.0 Staff Analyst II to the Jobs and Employment Services Department (JESD). This reduction in staff is the result of changing workload priorities and requirements of the office.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Economic Development/Public Services Administration
FUND: General AAA PSG

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,563,555	1,749,809	116,985	-	1,866,794
Services and Supplies	373,053	347,090	(394)	-	346,696
Central Computer	38,629	38,629	(9,810)	-	28,819
Other Charges	190,000	100,000	(34,144)	-	65,856
Transfers	-	41,123	-	-	41,123
Total Exp Authority	2,165,237	2,276,651	72,637	-	2,349,288
Reimbursements	(2,002,237)	(2,178,651)	(104,781)	-	(2,283,432)
Total Appropriation	163,000	98,000	(32,144)	-	65,856
<u>Revenue</u>					
Other Revenue	5,000	-	-	-	-
Total Revenue	5,000	-	-	-	-
Local Cost	158,000	98,000	(32,144)	-	65,856
Budgeted Staffing		20.5	-	-	20.5

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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
	(Adjusted)						
Appropriation							
Salaries and Benefits	1,866,794	(134,352)	1,732,442	-	1,732,442	-	1,732,442
Services and Supplies	346,696	(139,040)	207,656	-	207,656	-	207,656
Central Computer	28,819	-	28,819	-	28,819	-	28,819
Other Charges	65,856	-	65,856	-	65,856	-	65,856
Transfers	41,123	(37,568)	3,555	-	3,555	-	3,555
Total Exp Authority	2,349,288	(310,960)	2,038,328	-	2,038,328	-	2,038,328
Reimbursements	(2,283,432)	310,960	(1,972,472)	-	(1,972,472)	-	(1,972,472)
Total Oper Expense	65,856	-	65,856	-	65,856	-	65,856
Revenue							
Other Revenue	-	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-	-
Local Cost	65,856	-	65,856	-	65,856	-	65,856
Budgeted Staffing	20.5	(3.5)	17.0	-	17.0	-	17.0

ED/PSG ADMINISTRATION

Base Year Adjustments

Salaries and Benefits	39,051	MOU.
	75,902	Retirement.
	2,032	Risk Management Workers' Comp.
	<u>116,985</u>	
Services and Supplies	(2,136)	Risk Management Liabilities.
	(258)	Incremental change in EHAP.
	2,000	Increase resulting from the 2% local cost reduction from 2002-03 being transferred to the other charges category.
	<u>(394)</u>	
Central Computer	<u>(9,810)</u>	Decrease in accordance with projections provided by the Information Svcs Dept.
Other Charges	(3,920)	4% Spend Down Plan.
	(28,224)	30% Cost Reduction Plan.
	(2,000)	2% local cost reduction from 2002-03 transferred from services & supplies.
	<u>(34,144)</u>	
Reimbursements	(104,781)	Increase from ED/PSG non general fund departments to offset additional costs in salaries & benefits, services & supplies, and computer charges.
Base Year Appropriation	<u>(32,144)</u>	
Base Year Revenue	<u>-</u>	
Base Year Local Cost	<u>(32,144)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(134,352)	Decrease is due to the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 PSE) and the transfer of 1.0 Staff Analyst II to JESD.
Services and Supplies	(145,651)	Decrease is primarily the result of reduced appropriations for services related the the Economic Development Subgroup. These reductions include the following: Media Buys (25,000), Conferences/Events (38,307), International Trade/Promotion (41,040), Rent Expense (21,920), and Travel Costs (19,384).
	(3,555)	GASB 34 Accounting charge (EHAP).
	10,166	Increased memberships related to the Economic Development Subgroup (6,980) and a number of other minimal increases totaling approximately \$3,000.
	<u>(139,040)</u>	
Transfers	3,555	GASB 34 Accounting charge (EHAP).
	(41,123)	Elimination of transfer to the county's Redevelopment Agency for reimbursement of costs of non-RDA related activities.
	<u>(37,568)</u>	
Reimbursements	310,960	Reduced reimbursements from ED/PSG non-general departments primarily due to less costs associated with the Economic Development Subgroup and the deletion of vacant positions.
Total Appropriation	<u>-</u>	
Total Revenues	<u>-</u>	
Local Cost	<u>-</u>	